

Business Improvement Grant (BIG) Program Grant Overview

Business Improvement Grant (BIG) Program Grants offered through the City of Chula Vista Redevelopment Agency (Redevelopment Agency) provide financial incentives to improve the aesthetics and stimulate the economy of Chula Vista's business districts by assisting property and business owners in the following categories:

Façade Improvement Grants:

- Property and business owners can receive assistance to improve or restore the exterior of a building or provide additional community or security enhancements, such as exterior lighting.

Business Recruitment/Relocation Grants:

- Property and business owners can be assisted in opening or relocating their business to Chula Vista's business districts.

Who Can Apply: All property and business owners in good standing with the City of Chula Vista, and in good standing with the Property-Based Improvement District (PBID), if applicable, will be considered on a first-come, first-served basis. Applicants must have business or management experience. The Redevelopment Agency will determine acceptable business or management experience at its sole discretion. Grants are awarded based upon the overall description, i.e. scope and quality of the project. Also, grants are targeted to Retail and Restaurant uses along Broadway Avenue and Third Avenue in the Redevelopment Project Area. Grants for Office uses in these areas are available as well, but on a matching-fund basis (50% from property or business owner). All applicants must submit a complete BIG Grant Application, including all of the required supplemental materials.

Map of Area: The BIG program is only available to property and business owners located within the Redevelopment Project Areas in the Third Avenue and Broadway Avenue business communities (see map below).





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When To Apply: Applications are accepted on an on-going basis as funding is available. Once the Redevelopment Agency's current funding allotment is granted, applicants will need to wait for the following year to apply and will be considered if or when funding becomes available.

Eligible Expenses:

- **Window Repair/Replacement**
- **Awning Addition/Replacement**
- **Roof Water Runoff Management** (*storm gutter repair and replacement*)
- **Signage** (*recommend use of channel lettering*)
- **Exterior Paint** (*recommend use of light-colored, reflective, low-VOC paint*)
- **Exterior Lighting** (*recommend use of energy efficient fixtures*)
- **Landscaping** (*installation of native or xeriscape plants or artificial turf; replacement of sprinklers with drip irrigation*)

Grant Amount Limitations: To ensure that a broad range of business district property and business owners have the opportunity to benefit from the BIG Grants, a grant may not exceed \$20,000. An applicant may not apply twice in one Fiscal Year and may not apply twice for the same grant category without first obtaining special approval from the Redevelopment Agency Manager. The number of grants approved is limited by the amount of Redevelopment Agency Grant funding available at the time the application is approved.

Application Process: Upon receipt of the complete application, designated Redevelopment Agency staff will review the request and supporting documentation for compliance with mandatory project criteria identified in the BIG Application. Applications will then be reviewed by the Redevelopment Agency Manager. The applicant will receive an approval, denial or request for more information from the Redevelopment Agency Manager, and a Notice to Proceed will be issued.

Selection Process: Projects eligible for BIG Grant funding must meet the mandatory project criteria identified in the BIG Grant Application. Priority points are awarded to those projects that best meet or exceed the design considerations (when applicable) and additional considerations listed on the BIG Application. The criteria include the overall project description (scope of work), quality of the project, sustainability of the economic activity expected, and the project's overall contribution to the City's business districts, as determined by the Redevelopment Agency.

Grant Approval: Upon final approval, the applicant will 1) sign a Memorandum of Agreement accepting the specific terms of the grant, 2) sign a Waiver and Release Form, 3) fill out an IRS Form W-9 for Redevelopment Agency records and 4) understand the reimbursement process and grant requirements identified in the BIG Overview.



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Grant Requirements: Each grant will have terms and conditions specific to the project and identified in the BIG Memorandum of Agreement. Because the Redevelopment Agency is committed to creating a healthy, well-rounded community, we believe that it is important that grant recipients demonstrate solid business practices and ethical standards, including but not limited to:

- _____ Maintaining an inviting, clean and attractive window display, as determined by the Redevelopment Agency
- _____ Paying prevailing wage to all subcontractors reimbursed with grant funding, and hiring locally when possible. Requests for exceptions to hiring locally must be submitted to and approved by the Redevelopment Agency Manager.
- _____ Expending awarded funds by the end of the following fiscal year (June 30th of the year following grant approval). For example, if a grant is awarded in March 2011, applicant must use grant by June 30, 2012).

Applicants: Please initial above to indicate you understand the grant requirements.

Reimbursement Process: All grants are administered by the Redevelopment Agency. Funding for recruitment or relocation is from the Redevelopment Agency. Applicants must submit all required materials as outlined in the BIG Application. These materials will not be returned. Staff will review the documents and do a walk-through to make sure all work is completed as agreed upon. Once all work is verified, a request for reimbursement can be submitted for review and approval. The grant reimbursement may take up to 30 days from the date that the request is approved by the Redevelopment Agency.



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Process Confirmation Checklist:

1. Mandatory consultation meeting with Business Services Coordinator

Applicant Signature Date

Senior Project Coordinator Date

2. Complete application and supporting material submitted to Redevelopment Agency

Applicant Signature Date

Senior Project Coordinator Date

3. Application approved (any conditions of approval are listed below). Applicant receives reimbursement forms and understands all grant requirements.

Applicant Signature Date

Redevelopment Agency Manager Date

Application approved with the following conditions:

4. Reimbursement forms with supporting documents submitted to Redevelopment Agency. Staff will review the documents and do a walk through to make sure all work was completed as agreed upon.

Applicant Signature Date

Senior Project Coordinator Date

5. A check is mailed to applicant. (Grant reimbursement may take up to 30 days)

Applicant's Signature Date

Redevelopment Agency Manager Date